



ROOM ADDITION PLOT PLAN SUBMITTALS

Two (2) 8-1/2"x11" copies of each plot plan must be submitted for approval with each permit application. The following information must be on the plot plan to be acceptable: **Address with Lot, Block, and Recorded Subdivision Name:**

1. The plan must be drawn to an appropriate scale for clarity.
2. The building's footprint and lot property lines must be distinguishable from other graphics.
3. Dimensions of the lot and setbacks must be shown.
4. No Civil Engineer stamp is required. **EXCEPTION:** When a plot plan is also being used as the grading plan, it must be stamped by a Registered Civil Engineer showing existing and proposed elevations, existing and proposed walls or fences, and any other pertinent information affecting drainage.

Your cooperation in making plot plans clear, concise, and manageable will be greatly appreciated.